

## EMPLOYMENT CRITERIA / PERSON SPECIFICATION

The purpose of this specification is to identify the attributes required by applicants to perform the duties in the job description. The specification will be used to shortlist applicants and to compare how well candidates match the agreed specification. It will also be used by potential candidates to understand expectations and identify how their skills, behaviours and experience will be assessed.

<b>Post Title</b>	Clinical Bed Manager	<b>Directorate/Department</b>	Div D
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### Assessment Method Key

(Note for candidates: This is not an exhaustive list and if you have any questions about the assessment methods listed, please contact the team member named on the job advert.)

<b>Interview</b>	These criteria will be assessed during an interview, should you be shortlisted.
<b>Application</b>	These criteria will be assessed at shortlisting; therefore anything not advised in your application can not be scored.
<b>Presentation</b>	During an interview you may be asked to produce a presentation, this is when these criteria will be assessed.

### Qualifications / training required

Requirements	Assessment Method	Essential	Desirable
1 <sup>st</sup> level registration with the Nursing and Midwifery Council (NMC)		X	
Higher Education Institute approved course in supporting learner in practice		X	
Evidence of on-going personal development		X	
Mentorship qualification (or evidence of meeting the outcomes of the NMC standards)		X	
Educated to or working towards Degree level		X	
Specialist qualification. Graduate.			X

### Previous or relevant experience necessary

Requirements	Assessment Method	Essential	Desirable
Extensive experience at band 5 or equivalent		X	
Knowledge of current issues within acute Health Service		X	
Understanding of personal accountability		X	
Logical and consistent work and career pattern		X	

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IT Skills, experience of using excel and word packages and email		X	
Proven management experience			X
ECDL Courses			X
<b>Aptitudes and skills required</b>			
<b>Requirements</b>	<b>Assessment Method</b>	<b>Essential</b>	<b>Desirable</b>
Able to use initiative		X	
Able to prioritise and deliver agreed objectives		X	
Ability to analyse and make sound clinical judgements		X	
Able to delegate		X	
Able to demonstrate leadership skills		X	
Able to motivate and be a team player		X	
Ability to deal with stressful situations and to remain calm in a crisis		X	
Personal confidence		X	
<b>Special requirements of the post</b>			
<b>Requirements</b>	<b>Assessment Method</b>	<b>Essential</b>	<b>Desirable</b>
Able to lead, motivate, delegate and be a good team player		X	
Flexible working arrangements able to work days and night shifts		X	
Proven ability to manage change		X	
<b>Values and behaviours</b>			
<b>Requirements</b>	<b>Assessment Method</b>	<b>Essential</b>	<b>Desirable</b>
Able to demonstrate behaviours that meet the Trust Values <ul style="list-style-type: none"> <li>• Patients First</li> <li>• Always Improving</li> <li>• Working Together</li> </ul>	Application and Interview	X	